



DECATUR PRESBYTERIAN CHURCH RETREAT CENTER RESERVATION FORM

Group Requesting Use: _____

Address: _____

Phone: _____ Fax: _____

Is this a 501(3)(c) organization? _____ Yes _____ No

Contact person: _____

Phone: _____ Email: _____

Cell

Date/time you will arrive: _____

Date/time you will depart: _____

Why do you wish to rent the Retreat Center? What is the purpose of your visit and the group (such as "Confirmation Class Retreat"):

Estimated Number of People Attending

No. Adults: _____ No. Youth/Children: _____ Total: _____

To complete the reservation process, please do the following:

- Provide a deposit of one night rental to Decatur Presbyterian Church
- Complete the DPC Retreat Center Rental Agreement, acknowledging that you have read, understand, and will abide by the policies contained
- Provide a certificate of liability insurance for your organization

Email these items to: keubanks@dpchurch.org

Karol Eubanks
Church Administrator
Decatur Presbyterian

POLICY OVERVIEW

- The group wishing to use the DPC Retreat Center on Lake Lanier will make a written request in the form of this application to the Church Administrator at least 20 days in advance of the requested date of use.
- If the group is from outside the program ministry of Decatur Presbyterian Church, the group will furnish Proof of Insurance or a Waiver of Liability from each participant in the group.
- The group will verify that the supervising person of the group is at least 25 years of age.
- The supervising person will pay a deposit of \$300. That person will be held accountable for any damage done to the property.
- The group will pay in advance for use of the facility based on the intended time and the fee schedule adopted annually by the session.
- It is further understood that either party may terminate the request to use the facility with thirty (30) days written notice.

- The group using the Retreat Center will be furnished with a check list to be completed upon leaving the facility and returned with the keys. The deposit will be refunded upon passing inspection after the group's stay.

I have read the above policies for using the Decatur Presbyterian Church Retreat Center, and I understand the policies set forth by the church.

Supervising Person Signature

Printed Name

Date